



EXECUTIVE OFFICER INTERVIEW QUESTION BANK

同學的心得分享

到達試場

準時到達、不建議過早到達。
因為疫情關係，沒有適當位置等候。

核對個人資料

約10分鐘

工作證明須與申請表格上的日期吻合，否則要在申請表格上更改和簽名；兼職工作亦須證明。如有遺漏文件可於後期補交。

拍照

約1分鐘

電郵中提示考生須帶證件相一張，但仍會即場拍攝。記得注意個人儀容，整理頭髮和領呔，女士要整理好個人妝容。

等候

約15分鐘

等候時不要低頭玩手機，檢查清楚個人響鬧裝置是否已經關掉，最好將手提電話放入背包。如有時間，可以在腦海練習一下自我介紹。

面試

約30分鐘

分為三大部分

- 個人自身問題
- 情境題
- 時事題



有賴各位考生的幫忙和慷慨，今年的試題庫比往年更豐富和詳細，希望可以供各位師弟妹作參考。部分面試題目經同事作出適量的修改方便溫習，而重複的試題將會被合併展示。我們亦鼓勵各位準考生完成面試後向我們分享面試題目，令到試題集內容得以延續。

EO個人自身問題

- Please introduce yourself.
- Please introduce your present job.
- Can you tell me a challenge you have faced?
- Why would you want to be an EO?
- What have you learned in your present job?
- I saw you applied for other positions. Were you interested in all of them?
- Why do you want to join the government?
- What will you do if your friends don't support you to do a government job?
- Can you share your volunteer experience with me?
- What is your responsibility to society?
- Choose a word between "cow" and "horse" to describe yourself
- What personality traits would suit you to be an EO?
- What challenges do you think the civil service is facing?
- How did your major prepare you to become an EO?
- What other government jobs have you applied for? Which will you pick if you have an offer?
- Tell me about your school life, voluntary work, and extracurricular activities.

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EO個人自身問題

- What other government jobs have you applied? What are the application statuses? Which will you pick if you have offer?
- Tell me about your school life, voluntary work, and extra curricular activities.
- Share with us about your experience of being hall committee member. (follow up) Besides the event planning, what have you learnt from joining the committee?

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EO情境題

You are the officer responsible for application form today. You are located at 30/F. You have to collect all forms at 5pm sharply today. However, all lifts are out of service suddenly at 11am. What is your plan?

(follow up) Unfortunately, All conference rooms at lower floors are occupied. How is your plan?

(follow up) The forms are very bulky. How do you plan to transport them?

(follow up) Many citizens cannot hand in their forms on time. How do you do?

(follow up) On the next day, your staff came to you and felt very nervous. One form is missing. How you deal with it?

(follow up) Will you ask your colleagues to find the form from the rubbish bin?

(follow up) Any comments / recommendations to prevent such thing happening again?

你有一位SCO下屬，他被投訴在工作時間中處理自己事務，而且把自己手上的工作推給下屬（初級文員）做；SCO的解釋是要訓練初級文員，所以才把工作分配給他們。你如何應對？

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EO情境題

You are in a meeting chaired by Department Head. Your supervisor suddenly raises some suggestion that he did not discuss with you in advance, which will increase your team's workload. What would you do in the meeting and after the meeting?

(follow up) What if the decision is made and you really have to implement it in long term?
Any comments / recommendations to prevent such thing happening again?

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EO情境題

If you were the EO of the office, and the new coming staff is disabled, what would you do?

你的部門同事陸續被調派到其他分部處理緊貼事件，你現時只有三個部門同事幫忙處理工作，面對人手不足的情況你會如何處理？

(follow up) 如果上司表示未能短時間內調動其他人手，你會如何處理？

(follow up) 如果下星期要增加班，你會如何處理？

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EO情境題

有一名市民怒氣沖沖進入辦公室質疑為何他申請的津貼不符合資格，接待處職員處理良久不果，作為主管該如何處理？

You are an EO in your department. One day, your colleague told you that he had been diagnosed with covid 19. What would you do?

(follow up) What do you do if somebody in your office is a covid close contact case?

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EO情境題

You need to lead 4 clerical subordinates to hold a public consultation (large scale:200 ppl). How would you guide your subordinates?

How would you execute if your supervisor asked you to make an electronic application instead of a traditional paper application?

(follow up) What can you do if the elderly don't know how to use an electronic system?

(follow up) Some citizens say that they cannot apply without a computer at home. What

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EO情境題

Your boss (SEO) makes an order or a decision, but you think there is something wrong with it and you think you have a better approach. After making a suggestion to the boss, the boss still carries out the original decision. What would you do?

You are a EO of the Community Care Fund, and you need to lead 50 new colleagues through the allowance distribution scheme. The 50 new colleagues had no government working experience and were unfamiliar with the scheme. What would you pay attention to when leading your subordinates?

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EO時事題

- 香港政府推出不同環境政策以推動碳中和，可否分享你的看法？
 - 如何減少道路碳排放？
- 請講述你對智能燈柱的認識。
 - 智能燈柱的功能即是什麼？
 - 政府可以如何進一步推廣智能燈柱，令市民支持？
- 疫情嚴重影響經濟，你認為政府的經濟措施是否足夠幫助市民大眾？
 - 你認不認同政府派發消費券的做法？
 - 你認為消費券比傳統派錢，兩個方案更好？
- 你認為政府應如何應對香港水資源問題？
- 特區政府應否購回港鐵公司？
- 香港政府打算興建磁浮列車，你有甚麼看法？

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EO時事題

- 請評價政府的房屋政策
 - 你認為發展郊野公園邊陲是否合適?
 - 有沒有短期處理房屋短缺的問題

- 請評價政府的防疫政策
 - 你認為政府應否禁足?
 - 你認為政府應如何處理安全問題?

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EO時事題

- 你對於引入海外醫生持支持抑或反對立場？
 - 有學者認為引入海外醫生會影響本地醫生的執業制度，你有甚麼看法？
 - 你認為除引入海外醫生外，還有甚麼政策可以舒緩公營醫療負荷過重的問題？

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EO時事題

- Do you support the Hong Kong government to import foreign labour in order to overcome the shortage of manpower?
- How to rebuild the trust between Hong Konger and the Hong Kong government?
- Share your knowledge on the e-cigarette. Should the Hong Kong government set up a new regulation restricting the use or selling of e-cigarette?

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EO時事題

- What is the latest 2021-2022 budget for Hong Kong? Does it enough? Any comment or suggestion for the budget plan?
- Are there any differences in the attitudes of the current and previous presidents towards China?
- Do you think it is necessary to have a national education in Hong Kong? If yes, what should be taught? If not, how to increase the sense of national

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EO時事題

- Assess the impacts of the surging unemployment rate on policing in Hong Kong.
- What should the government do in order to support the development of sport in Hong Kong?
- Do you think journalists in Hong Kong still enjoy press freedom?
- What can you tell me about the CE's 2020 Policy Address? What would you

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